DOINGWHATWORKS

CREATING A DATA TEAM

Purpose	School leaders can create a data team to guide the use of data in the school. This tool can be used as a guide for selection of staff best suited to being members of the data team, fostering the school's vision for using data to support instructional decision making. The composition of the data team should represent the entire school community.
Materials	None
Media	None
Topic	Data-Driven Instructional Decision Making
Practice	Establish a Clear Vision for Schoolwide Data Use

Creating a Data Team

Forming an Initial List of Possible Data Team Members

Schools can benefit from having a data team that can guide the school's vision for data use. Data teams can clarify the school's data vision and model the use of data encouraging other school staff to use data to support instructional decision making. The questions below are designed to help school principals determine who is best suited to serve on the school's data team. As you think about each question, list all staff members you think might be potential candidates for serving as a data team member. When listing staff members, consider including administrators, teachers, classroom support professionals, and even district personnel to ensure the data team comprises representatives from different roles. Use the answers to the questions to fill in the chart in the next step.

1. Which staff members have knowledge of or an interest in data analysis and interpretation?

2. Which staff members may be able to mentor others on using data for instructional decision making?

3. Which staff members demonstrate strong leadership skills and the ability to motivate fellow teachers?

4. Which staff members might be able to serve as good liaisons to other teams at the school, such as grade-level teams or subject-area teams, working with them to use and interpret student data in their meetings?

5. Which staff members are best equipped to support a culture focused on collaboration across and within grade levels and subject areas?

6. Which staff members appear open to changing the school's culture?

_____

_____

_____

Refining the List

The data team should ideally include a senior member of the school's administration, two or three teachers (representing various subjects and grade levels), one or two classroom support professionals, and, if possible, a district-level staff member who works in research, evaluation, or assessment.

Drawing from the names generated by the previous questions, fill in the chart below with those staff from each category who you think would be best suited for your school's data team.

Category	Number of Team Members	Team Members' Names
A senior member of the school's administration (e.g., principal, assistant principal)	1	• _____
Teachers representing various subjects and grade levels	2-3	• _____ • _____ • _____
Classroom support professionals (e.g., reading coaches, special education teacher)	1-2	• _____ • _____
A district-level staff member who works in research, evaluation, or assessment	1	• _____

Evaluating the Team's Qualifications

Using this list of potential team members, complete the chart below. Be sure to answer each question for each staff member (add columns as necessary) and evaluate whether this team comprises members who will provide leadership for the school's vision for data use. It is not necessary for every team member to have every skill, level of interest, or desired experience. Rather, try to build a team with the combined essential skills, interests, and experience to serve as a schoolwide data team.

	Team Member 1: _____	Team Member 2: _____	Team Member 3: _____	Team Member 4: _____	Team Member 5: _____
Does this team member have experience with data analysis and interpretation? If not, does s/he want to learn?					
What are the leadership strengths of this team member? How will these leadership skills enable him/her to motivate fellow teachers?					
How will this team member help staff make decisions in collaboration with the different perspectives represented within the school?					
How will this team member help the team clarify the school's data vision?					
How will this team member help to address challenges to clarifying and establishing the school's data vision?					
How will this team member help the team model using data to make instructional decisions, encouraging other school staff members to do the same?					

Revisiting the List

Review your answers to the questions in the table.

Have you compiled a team that, as a group, will successfully carry out the school's vision for using data for instructional decision making?

If **YES** → This is your data team! The next step is to recruit those people.

If **NO** → Return to the list you created in Step 1. Revise your team members as needed, following through the steps again until you have a satisfactory team list.